

How To File Excise Tax Reports: Out-of-State Winery Direct Shipper's Permit (DS)

This document will provide guidance for submitting an excise tax report for the Out-of-State Winery Direct Shipper's Permit (DS). Each permit holder must submit information known as "schedules." DS Permit holders must submit Schedule 3.

Schedule 3 reports all sales and shipments of wine made directly to consumers.

Businesses required to file excise tax reports must file their reports between the 1st and 15th of the month, covering activity in the previous month. Because of this, you will typically be selecting the previous month as the reporting period.

There are two ways to submit the information:

- **File upload** allows you to upload spreadsheets (CSV files). You will download the template file, enter information in the provided fields and upload the completed spreadsheet.
- **Online filing** allows you to manually enter each piece of information through an online form.



Business that filed paper excise tax or direct shippers reports after Oct. 1, 2021:

- **If AIMS indicates you must submit information that you previously submitted in paper reports:** Email excise.tax@tabc.texas.gov and include the following information:
 - License or permit number and trade name associated with the report you are filing.
 - An attachment of your submitted excise tax report.
 - The reporting period of the last report you filed on paper.

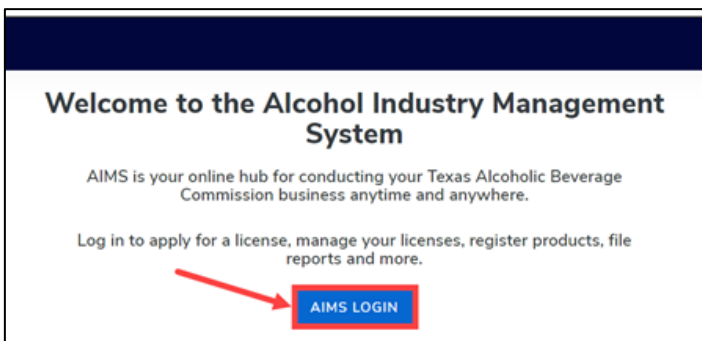
You are receiving this message because TABC staff must manually enter paper reports before the numbers appear in AIMS. The previous report must be entered before you can complete the next report in AIMS. By sending an email, staff can let you know when your paper report has been input into AIMS, so you can file your report online.

- **If AIMS does not prompt you to enter information for previous months:** Follow the instructions online to complete your report. TABC has entered your previous paper reports into AIMS, and you can begin filing online.

1. Log in to AIMS:

- Enter tabc.texas.gov/aims in Google Chrome or Microsoft Edge on your device.
- Click **Visit AIMS**.

- Click **AIMS LOGIN** when you're on the AIMS landing page.
- Enter **Username** and **Password**. Click the **Login** button.




TEXAS ALCOHOLIC BEVERAGE COMMISSION

Login

Username

Password

☐ Remember My Login

Login

Agency Users

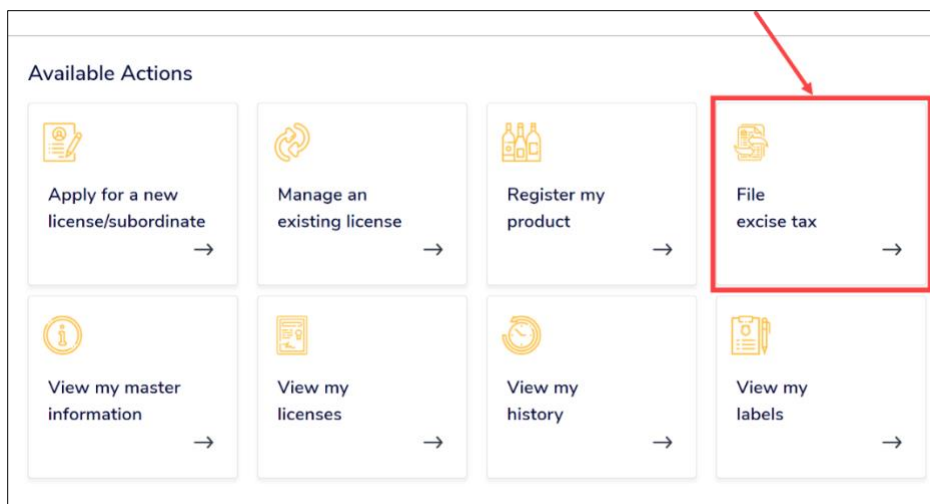
Okta login

New to TABC - AIMS? [Sign up](#)

Forgot password? [Click here](#)

2. If you have several business entities, click the business entity you want to access. The AIMS dashboard for that business entity will appear.

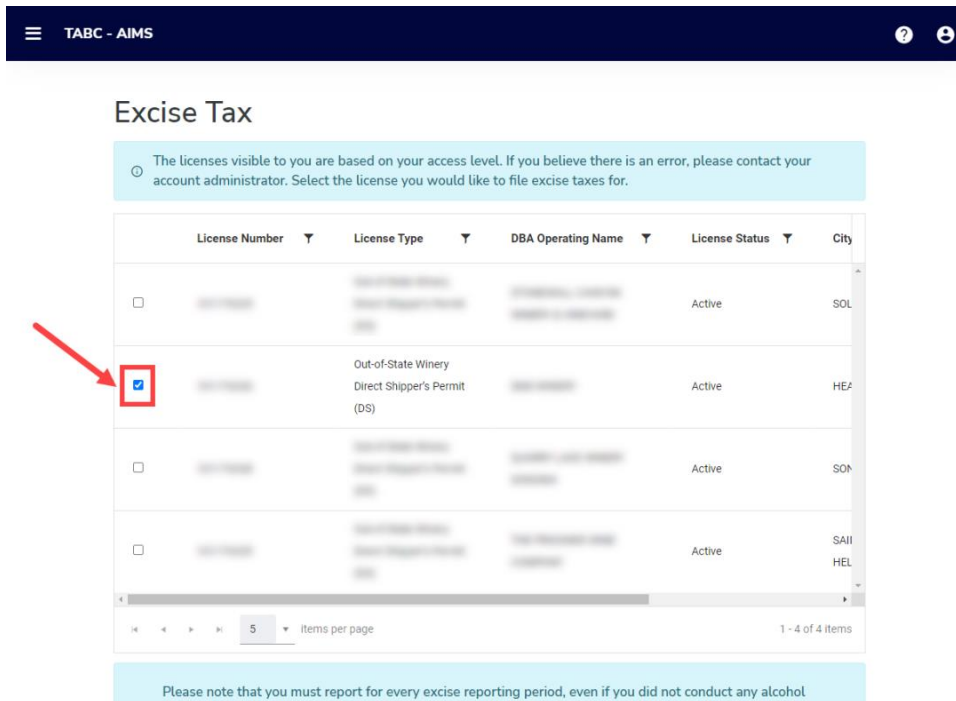
Click the **File excise tax** button.



i If you have **no records** to add, use **OPTION 2: ONLINE FILING** and refer to the [How To File an Excise Tax Zero Shipment Report \(BB, BC, BW, BP, D, G, W, X and DS\) User Guide](#).

OPTION 1: FILE UPLOAD

3. Select the **checkbox** next to the permit for which you need to submit excise taxes.



Excise Tax

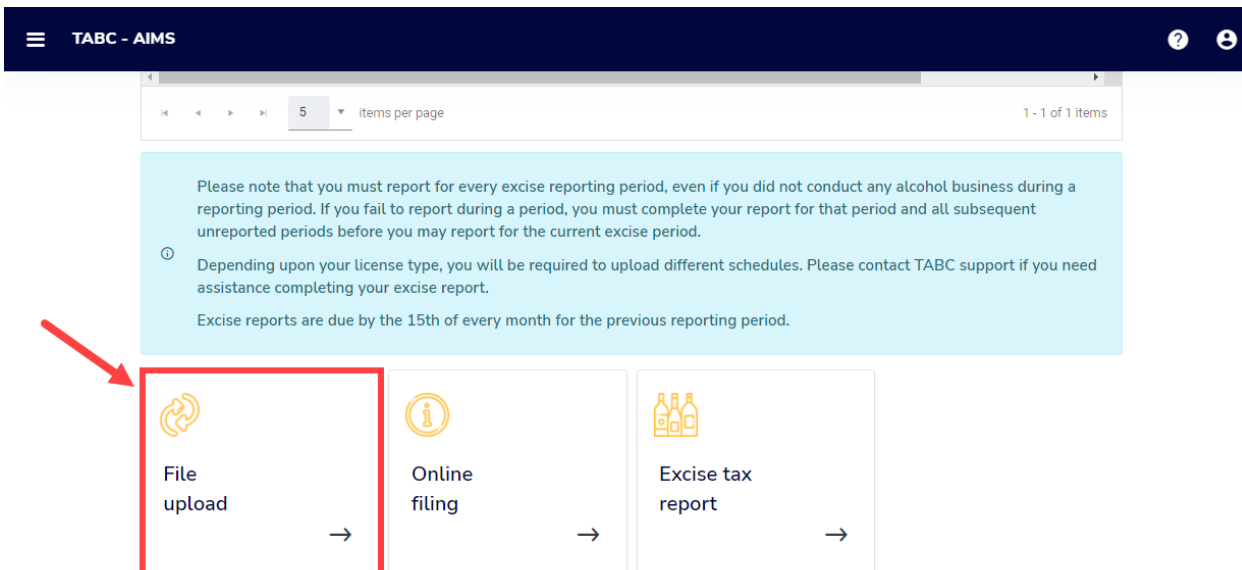
The licenses visible to you are based on your access level. If you believe there is an error, please contact your account administrator. Select the license you would like to file excise taxes for.

	License Number	License Type	DBA Operating Name	License Status	City
<input type="checkbox"/>				Active	SOL
<input checked="" type="checkbox"/>		Out-of-State Winery Direct Shipper's Permit (DS)		Active	HEA
<input type="checkbox"/>				Active	SOL
<input type="checkbox"/>				Active	SAIL HEL

Please note that you must report for every excise reporting period, even if you did not conduct any alcohol

4. Scroll down.

Click the **File upload** button.



File upload

Online filing

Excise tax report

5. Select **Reporting Period** from the dropdown list.



If you ship **over 5,000 gallons of wine the previous calendar year**, you must submit a **monthly report**. The dropdown list will give monthly options.


If you ship **under 5,000 gallons of wine the previous calendar year**, you must submit a **quarterly report**. The dropdown list will give quarterly options.

Click the **Next** button.

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Excise Tax File Upload

Select Reporting Period *

Q3 

* Required

6. Download all the required schedules for your permit.

The files on this page are templates you will use to enter the necessary information. Click the file name to download the file onto your computer. AIMS will automatically display the schedule required based on your permit.

Do not change the file type or column headings when you save the file (i.e., keep it as a CSV file).

Important Note: You will need to ensure Alcohol Type, Transaction Type and Sale Type entries match the text field format provided in this document. If the information is not entered in the exact format listed below, you'll receive an error and won't be allowed to proceed with your submission. Data entry will be based on your permit type.

Once you've downloaded the files, click the **Next** button.

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File Upload

The selected **Out-of-State Winery Direct Shipper's Permit (DS)** license ID of is required to report the following excise schedules. You have the option of submitting your excise schedules via CSV upload, or via web form with guided questions.

Schedule	File name
Schedule 3	Schedule3.csv

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NEXT

7. Complete all the required schedules for your permit. See detailed instructions for each schedule.

Schedule 3

The following fields appear in Schedule 3; **however, you only need to complete the fields highlighted in the image below.**

	A	B	C	D	E	F	G	H	I	J	K	L
1	Permit	Transaction Type	Invoice Date	Invoice Number	Alcohol Type	Quantity	Price	Customer name	Address	Shipper	Tracking	
2												
3												

How To Complete

Fill in each cell with the information as outlined.

Transaction Type (Column B): “DIRECT” is the only transaction type option for holders of a DS permit and should be used in Column B in every row where you are reporting information.

Invoice Date (Column C): Enter in the format M/D/YYYY, M/DD/YYYY, MM/D/YYYY or MM/DD/YYYY.

Invoice Number (Column D): Enter invoice number (no specified format).

Alcohol Type (Column E): Choose the correct alcohol type from the list below.

Alcohol Type	Description
OOSLW	Out-of-State Low Wine (14% ABV and lower)
OOSHW	Out-of-State High Wine (more than 14% ABV)
OOSSW	Out-of-State Sparkling Wine

Quantity (Column F): Gallon amounts cannot exceed four (4) decimal places to the right. Units cannot be expressed with fractions. You must use decimals instead.

Correct	Incorrect
101.3333	101 1/3

Price (Column G): Enter price per bottle.

Customer Name (Column H): Enter customer’s name.

Address (Column I): Enter customer’s full address (e.g., 5806 Mesa Drive, Austin, TX 78731).

Shipper (Column J): Enter the name of the licensed carrier used to ship product to the customer.

Tracking (Column K): Enter shipment tracking number.

- Upload Schedule 3.** Click **Choose File** and find the completed file on your computer.

Click the **CSV Excise Report File Upload** button.

If entries are correct, you will be directed to the next screen. If errors are found, correct them and re-upload.

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Upload Schedule3

* Required

File upload*

Choose File

Schedule3.csv

CSV EXCISE REPORT FILE UPLOAD

BACK

NEXT

- Subject to Taxation** explains the reported total. Click the **Next** button.

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Subject to Taxation:

Name	Reported Total
Out-Of-State High Wine	100.5

BACK


NEXT

10. Review the Attestation and click the **Submit** button.

Attestation

☒ By submitting this report, you are representing to the Commission that you are legally authorized to do so on behalf of the entity/business listed as the permittee. Furthermore, you are affirming that all the information and facts stated in the report, or in any written instrument relating to or supplementing the report, are true, correct, and not misleading. A false or misleading statement may result in cancellation or suspension of the license or permit.

BACK
SUBMIT



11. The payment screen will appear with the charges. Scroll down.

If you submit payment through TEXNET, view the [How To Submit a TEXNET Payment User Guide](#).

Choose **Payment Type** from the dropdown list.

Select the **checkbox** to agree to the attestation.


Click the **Pay Now** button to be taken to Texas.gov for payment.

Texas Low Wine(TXLW)		0.204	\$1.02
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Grand Total:	\$148.67
Agency Fee:	\$148.67
2% Discount:	\$0.00
Credit:	\$0.00
Total Costs*:	\$148.67

Choose Payment Type *


Select ▼



*This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

☒ By selecting this checkbox, I swear that I have voluntarily executed this report.

BACK
PAY NOW



OPTION 2: ONLINE FILING

Complete steps 1-2 above.

3. Select the **checkbox** next to the permit for which you need to submit excise taxes.

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Excise Tax

The licenses visible to you are based on your access level. If you believe there is an error, please contact your account administrator. Select the license you would like to file excise taxes for.

	License Number	License Type	DBA Operating Name	License Status	City
<input type="checkbox"/>				Active	SOL
<input checked="" type="checkbox"/>		Out-of-State Winery Direct Shipper's Permit (DS)		Active	HEA
<input type="checkbox"/>				Active	SOM
<input type="checkbox"/>				Active	SAIL HEL

5 Items per page 1 - 4 of 4 items

Please note that you must report for every excise reporting period, even if you did not conduct any alcohol

4. Click the **Online filing** button.

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5 Items per page 1 - 5 of 5 items


Please note that you must report for every excise reporting period, even if you did not conduct any alcohol business during a reporting period. If you fail to report during a period, you must complete your report for that period and all subsequent unreported periods before you may report for the current excise period.

Depending upon your license type, you will be required to upload different schedules. Please contact TABC support if you need assistance completing your excise report.


Excise reports are due by the 15th of every month for the previous reporting period.



File upload



Online filing



Excise tax report

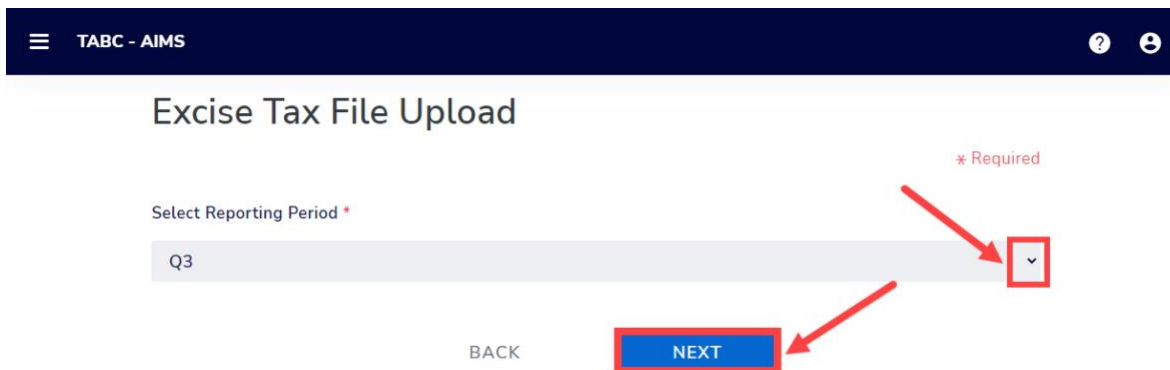
5. Select Reporting Period from the dropdown list.

If you ship **over 5,000 gallons of wine monthly**, you must submit a **monthly report**. The dropdown list will give monthly options.

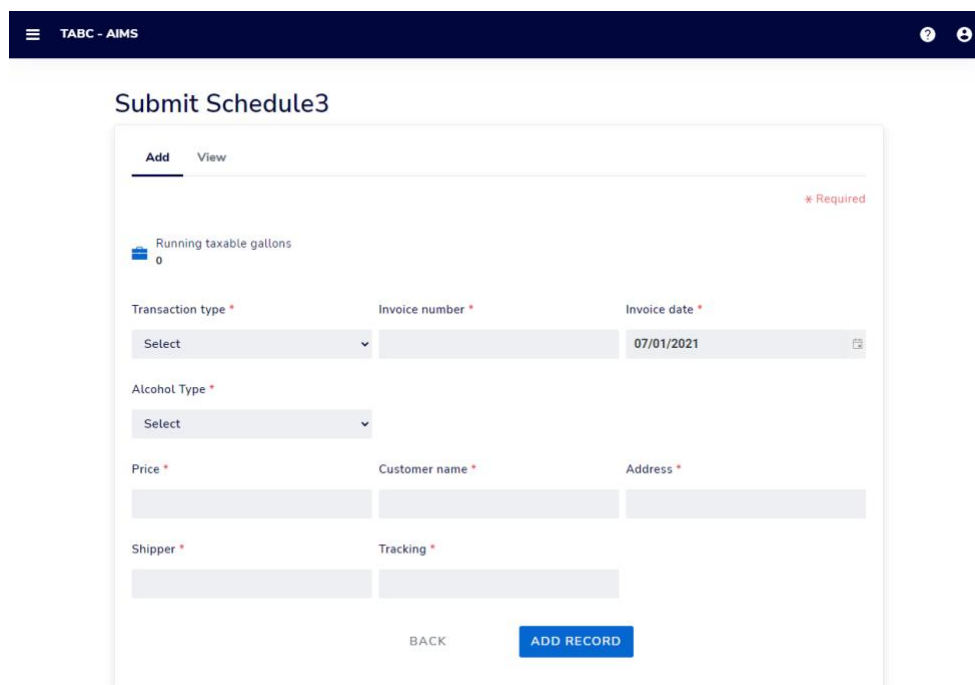
If you ship **under 5,000 gallons of wine monthly**, you must submit a **quarterly report**. The dropdown list will give quarterly options.

Click the **Next** button.

If you have **no records** to add, refer to the [How To File an Excise Tax Zero Shipment Report \(BB, BC, BW, BP, D, G, W, X and DS\) User Guide](#).



6. Submit Schedule 3.



Enter **Transaction Type**: "DIRECT" is the only transaction type option and should be used in Column B in every row where you are reporting information.

Enter **Invoice Date**: Enter in the format M/D/YYYY, M/DD/YYYY, MM/D/YYYY or MM/DD/YYYY.

Enter **Invoice Number**: Enter invoice number (no specified format).

Enter **Alcohol Type**: Choose the correct alcohol type from the list below.

Alcohol Type	Description
OOSLW	Out-of-State Low Wine (14% ABV and lower)
OOSHW	Out-of-State High Wine (more than 14% ABV)
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Enter **Quantity**: Gallon amounts cannot exceed four (4) decimal places to the right. Units cannot be expressed with fractions. You must use decimals instead.

Correct	Incorrect
101.3333	101 1/3

Enter **Price**: Enter price per bottle.

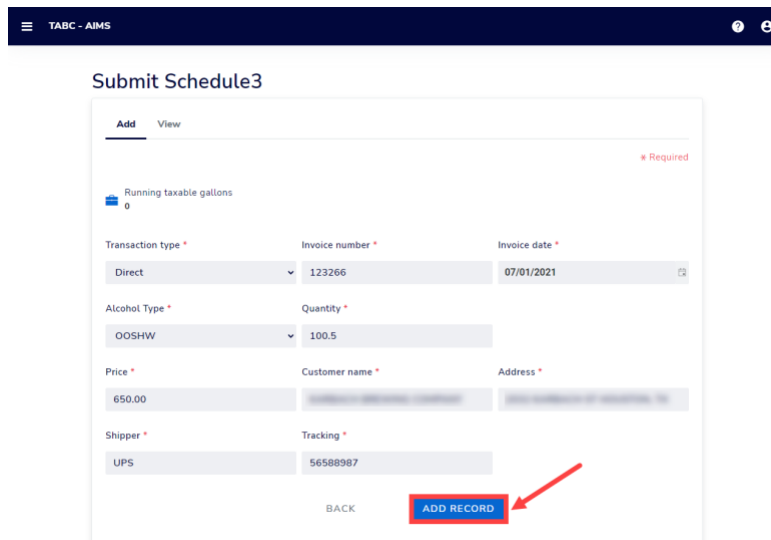
Enter **Customer Name**: Enter customer's name.

Enter **Address**: Enter customer's full address (e.g., 5806 Mesa Drive, Austin, TX 78731).

Enter **Shipper**: Enter the name of the licensed carrier used to ship product to the customer.

Enter **Tracking**: Enter shipment tracking number.

Click the **Add Record** button when complete. Complete the form for each alcohol type you sell.



Once all alcohol types have been entered, click **View**.

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Record is saved.

Submit Schedule3

Add

View

* Required

Running taxable gallons
100.5

Transaction type *

Invoice number *

Invoice date *

Select

07/01/2021

Alcohol Type *

Quantity *

Select

Price *

Customer name *

Address *

Shipper *

Tracking *

BACK

ADD RECORD

Check that the information is correct.

Click the **Next** button.

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Submit Schedule3

Add

View

EXPORT TO EXCEL

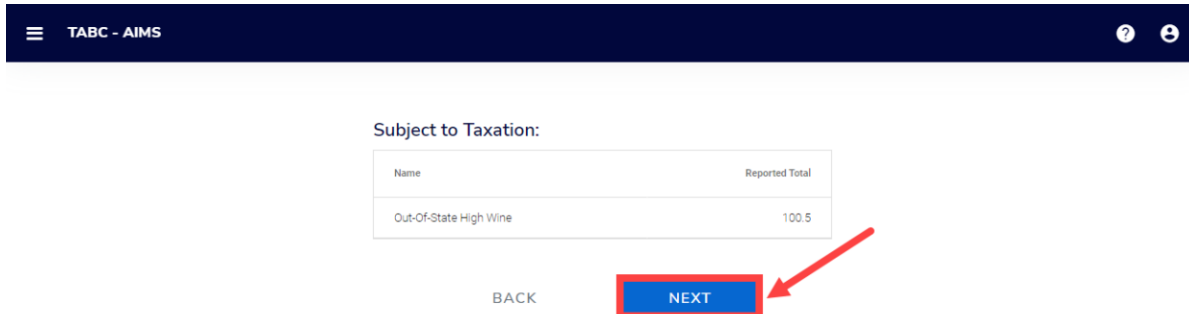
Invoice date	Invoice nu...	Permit	Quantity	Transaction	Alcohol	Price
07/01/2021	123266		100.5000	Direct	OOSHW	650

5

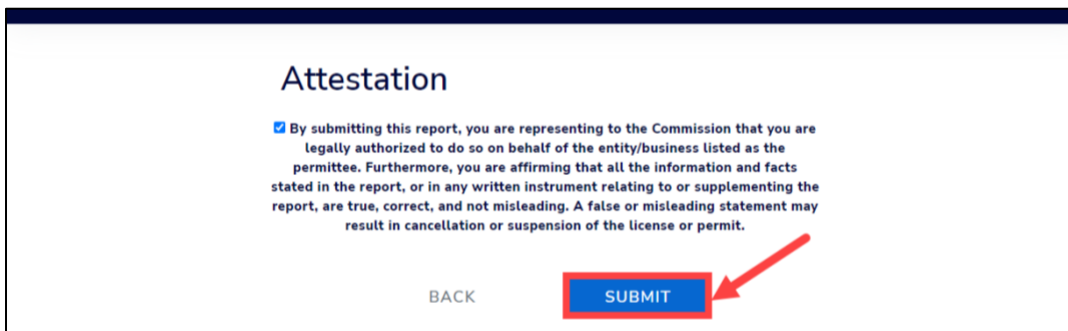
Items per page

NEXT

7. **Subject to Taxation** explains the reported total. Click the **Next** button.



8. Review the Attestation and click the **Submit** button.



9. The payment screen will appear with the charges. Review the charges and scroll down.

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Choose Payment Type from the dropdown list.

Select the **checkbox** to agree to the attestation.

Click the **Pay Now** button to be taken to Texas.gov for payment.

